Creating a Web Access Management State of Wisconsin User ID

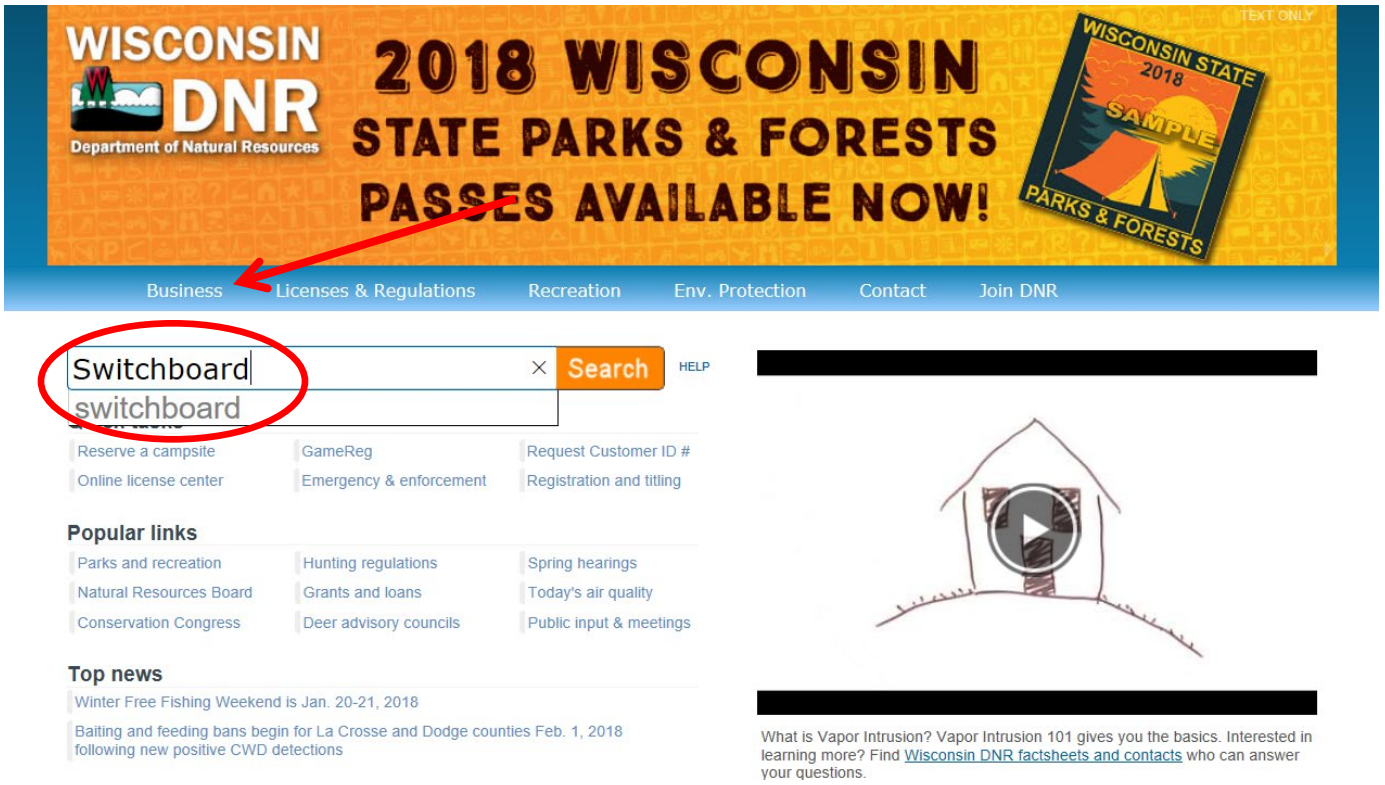
User IDs are personal and should be treated as such; the ID is registered to a person not the business. Sharing a User ID, or passing it onto the next employee may result in falsified reports and the closure of the account.

Each user who wants to look at, enter, or submit data must have their own user ID in their name. Your user ID goes with you from job to job, you do not create another user ID if you take a new position, or job; and your user ID can be used for work you do with all state agencies, not just the DNR.

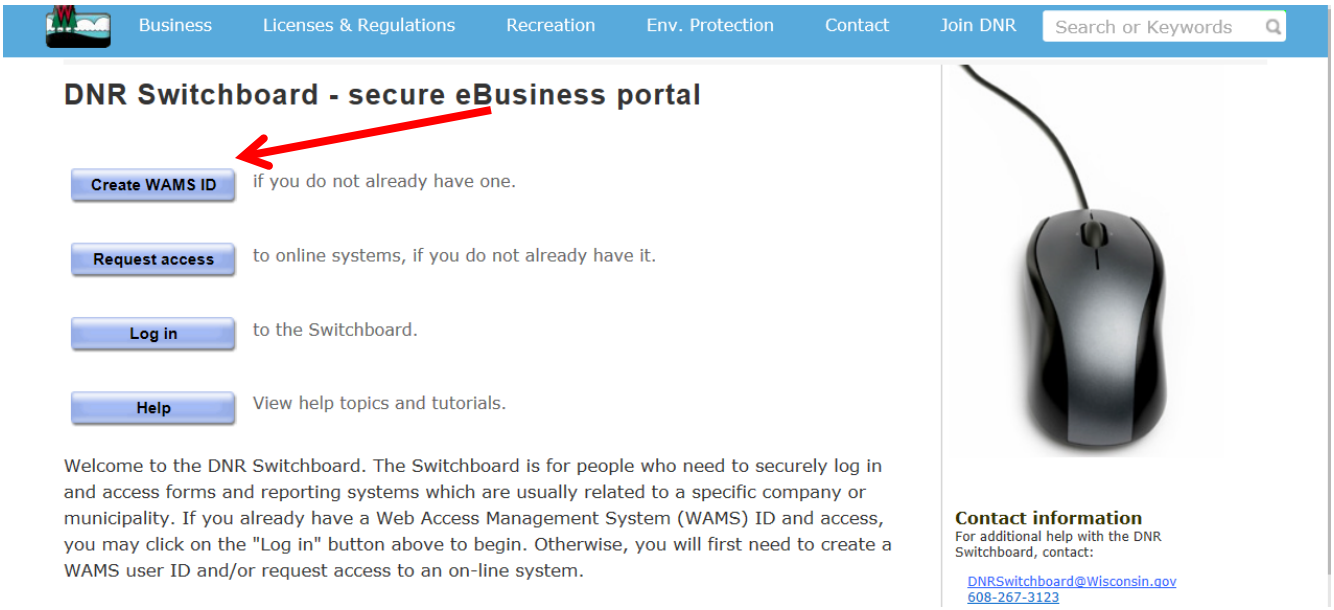
For returning users looking to add additional roles to your account please see the section below titled "Requesting Access/ Adding a New Role".

Step 1: Creating a user ID

Please navigate to the Wisconsin DNR homepage at dnr.wi.gov and in the Search/Keyword bar enter "Switchboard". You can also hover your mouse over the header "Business" and choose the Switchboard link in the dropdown.

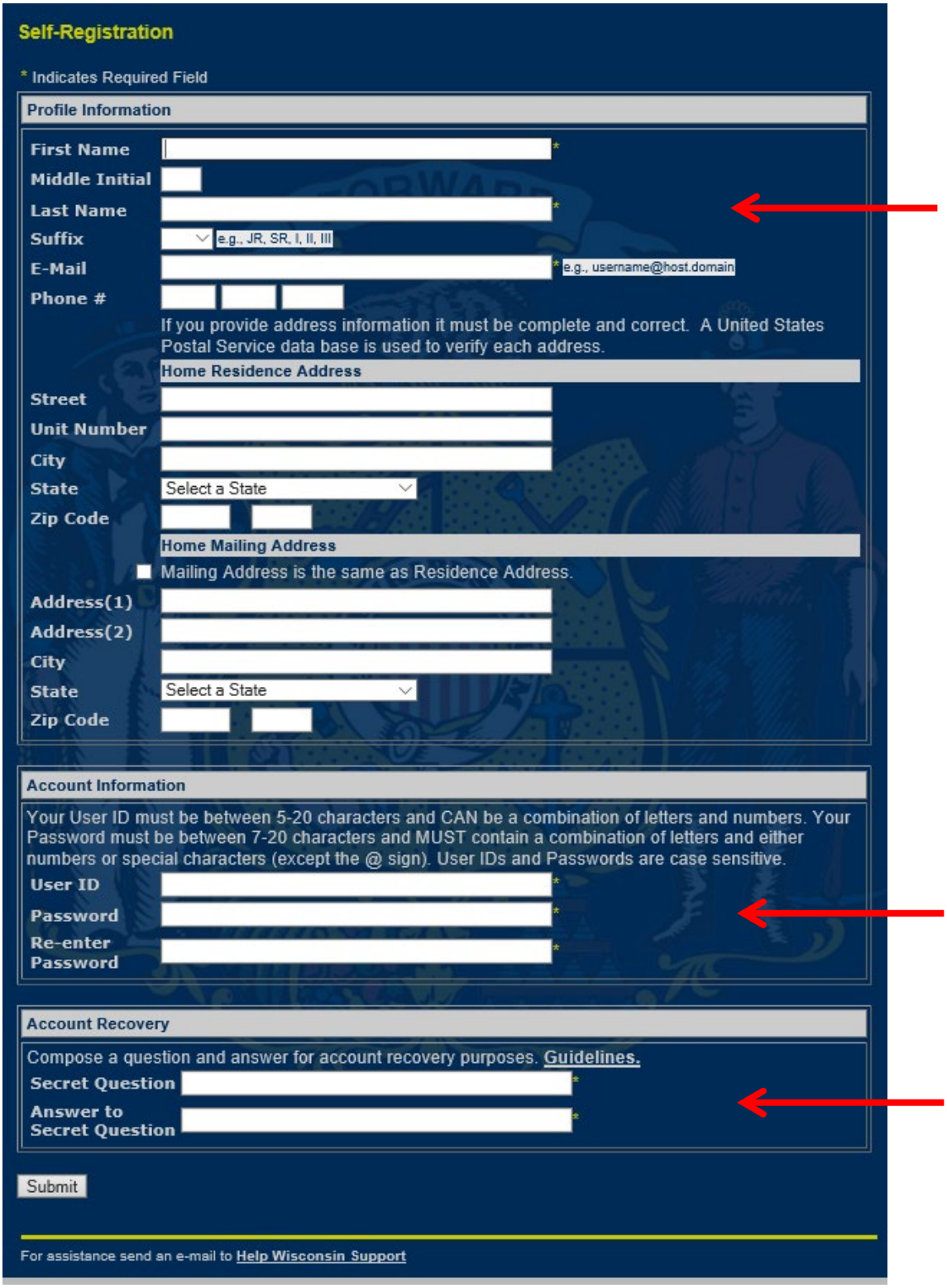


On the Switchboard homepage please click the “Create ID” button



Scroll to the bottom of the State of Wisconsin’s Web Access Management System User Acceptance Agreement and click “Accept”

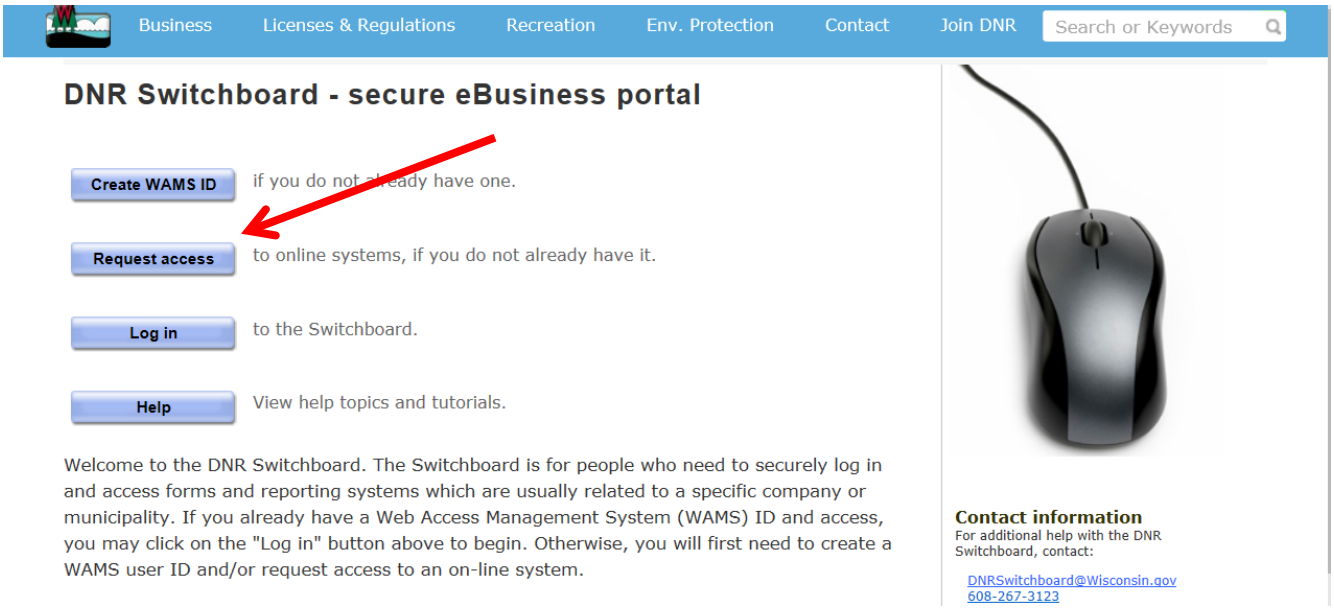
The next screen is where you create your user ID. The only fields that are required are the fields indicated with a yellow asterisk (*) This includes name, email, user ID and password, secret question and answer. If errors occur they will be indicated at the top of the page and will need to be corrected before you can continue.



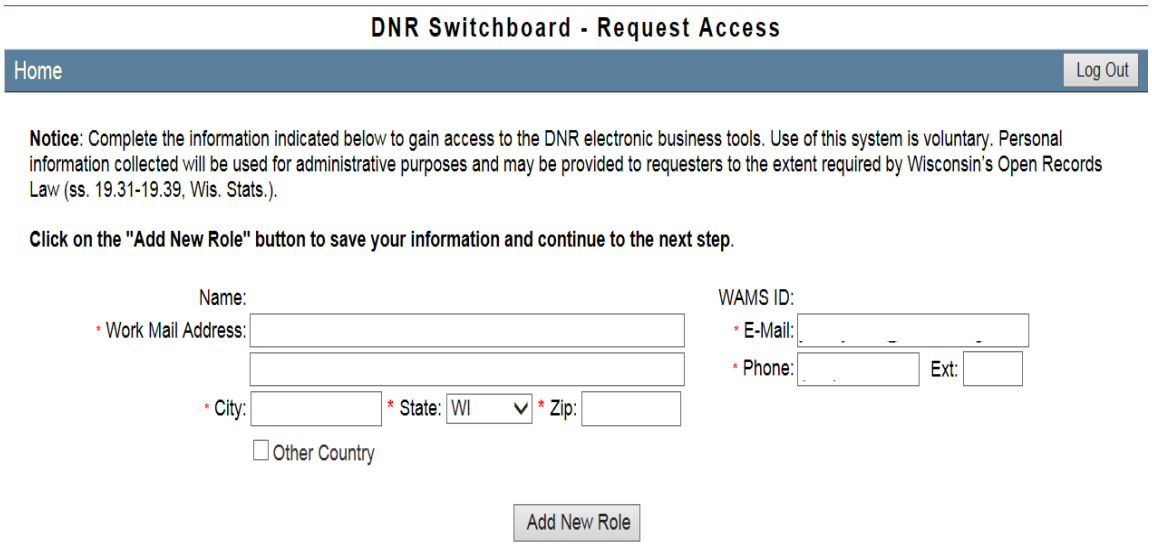
Once your account has been created you will receive an email. Follow the link in the email to complete the registration and then click “return to previous application” to request access. If this option is not available see the instructions below.

Step 2: Requesting Access/Adding a New Role

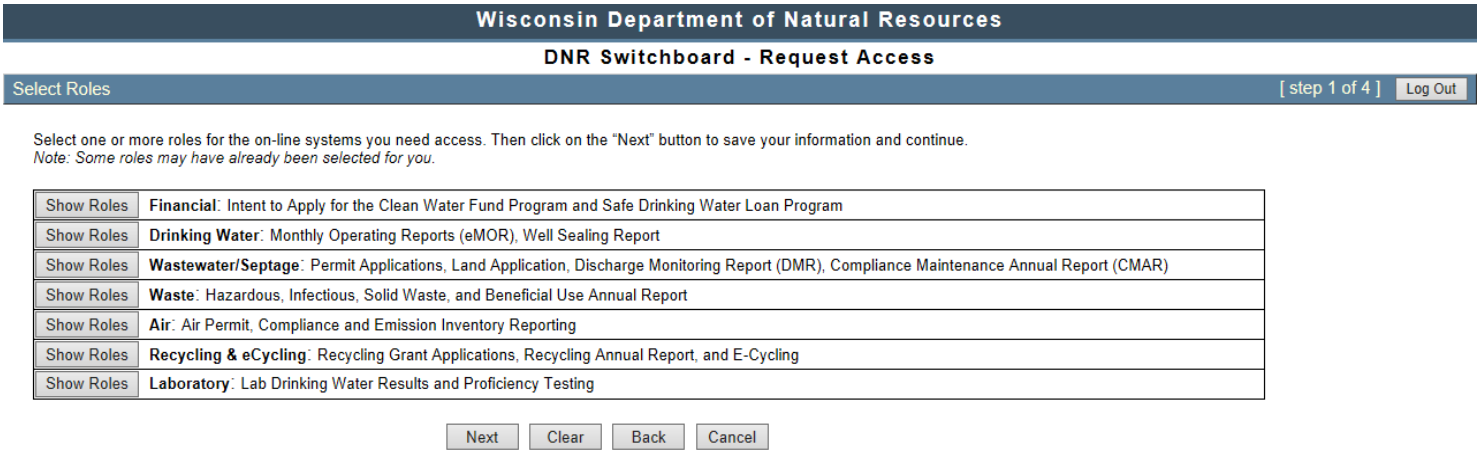
On the switchboard homepage, you will need to click “Request Access” to add new roles to your account.



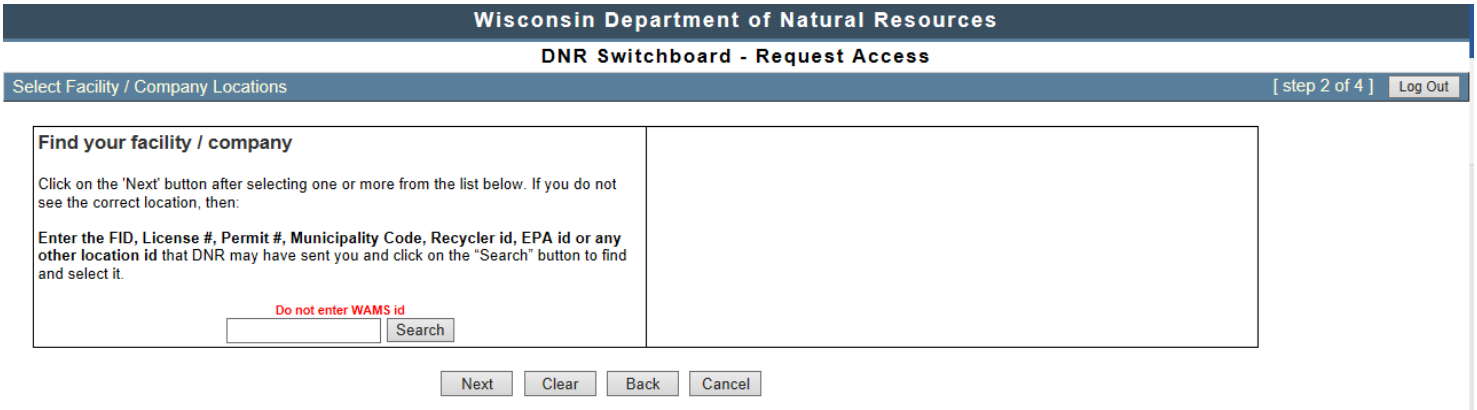
Click “Add New Role” and on the next screen click the “Show Roles” button next to the program that applies to you.



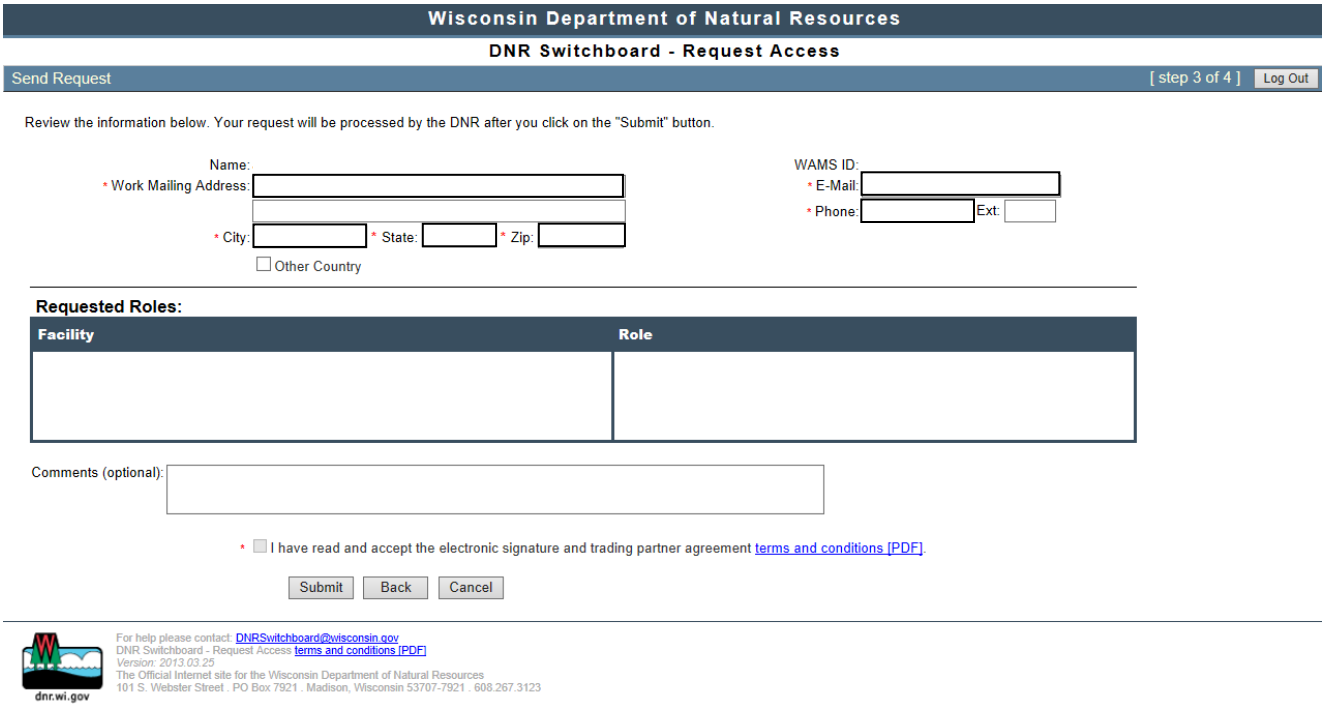
After clicking show roles check off the boxes that apply to you and click the next button.



On the next screen, you will be asked to locate your facility using the FID, License #, Permit #, or other identifier that you have. Once you have entered the number click search and check off the box next to your facility. Click next.



The final page is a summary of the roles you have chosen. There may be additional fields that need to be filled out depending on the roles you chose. Once all fields have been filled and your information looks correct, please check off the “I have read and accept” check box and click submit.



The final step is to print off your signature page. This is a paper copy of the terms and conditions that must be signed dated and mailed in to the address provided on the form. Someone from the DNR will notify you once your roles have been added to your account.